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**External Publication of Job Posting**

**50368173**

**Job Posting Title**

Coordinator AU Mediation Support Unit (AU MSU)

**Start Date**

21.02.2018

**End Date**

24.03.2018

**Reference Code**

PSOD201802217

**Job Title**

Coordinator AU Mediation Support Unit (AU MSU)

**Organization**

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a new partnership worldwide. Its Headquarters is located in Addis Ababa, capital city of Ethiopia.

In seeking to achieve these objectives, the African Union intends to strengthen its capacity to deliver by, among others, the implementation of new organization structure and the filling of regular and short-term vacant posts.

The Commission of the African Union invites applicants who are citizens of Member States for the short-term post of Coordinator AU Mediation Support Unit (AU MSU) in Peace and Security Department/ CMPCRD Division/Mediation Support Unit of the African Union Commission.

**Department**

Job Title: Coordinator AU Mediation Support Unit (AU MSU)  
Grade: P4 step 5  
Department: Peace and Security  
Supervisor: Head, Crisis Management, Post Conflict Reconstruction Development (CMPCRD)  
Duty Station: Addis Ababa, Ethiopia  
Posts: 1

**Tasks**

Under the overall supervision of Director, Peace and Security Department and the direct supervision and managerial direction of the Head, CMPCRD, and the Coordinator will be responsible for establishing and

developing the MSU as well as coordinating operational support to ongoing mediation efforts by the AU and Regional Economic Communities (RECs) and Regional Mechanisms (RMs).

Within delegated authority, the Coordinator will be responsible for the following duties:

- Develop conceptual and background documents to guide the operationalization of the AU MSU;
- Provide leadership and guidance in the operationalization of the AU MSU;
- Provide expert advice to support the effective designing of AU dialogue processes and the conduct of mediation efforts as well as related activities;
- Lead the process of developing and implementing a 3 year work plan for the AU MSU;
- Design and manage courses and other enhancement programs for the strengthening/building of internal capacity;
- Design and implement capacity support seminars, conferences and other familiarization sessions to assist mediators and their collaborators;
- Drafting of reports on AU mediation efforts, as requested;
- Establish and promote collaborative relationships with the relevant Divisions and Departments of the AU Commission;
- Establish and promote collaborative partnerships with the Regional Economic Communities (RECs) and other relevant external partners, most notably, the UN, the EU and civil society;
- Identifying expertise and coordinate their support to mediation and related activities;
- Developing expert capacity, standby and/or rosters to be deployed in support of mediation efforts;
- Facilitate and assist with the recruitment and training of staff.

### **Requirements**

#### 1. Qualifications and experience required

- The incumbent should have a University Master's Degree in political science, international relations, international economics, law, public administration or other related area and 7 years of work experience should be at expertise level.

OR

- Bachelor Degree in political science, international relations, international economics, law, public administration or other related area and a minimum of 12 years of experience of which 7 years of work experience should be at expertise level;

In addition all applicants must have

- Prior working experience peace and security programmes is required;
- Familiarity with AUC-REC/RM cooperation mechanisms and intergovernmental processes is desirable.

#### 2. Competencies and Skills

The Coordinator should have the ability to take initiative, and be a team player. S/he must be computer literate and versed with the use of Power Point, excel and Word. S/he must have excellent writing, negotiating, analytical and communication skills.

#### 3. AU Language requirement

Proficiency in one of the African Union working languages (Arabic, English, French and Portuguese) is required. Knowledge of one or more of the other AU working languages would be an added advantage.

#### 4. Tenure of appointment

The appointment will be made on a fixed term contract for a period of twelve (12) months.

#### 5. Gender Mainstreaming

The African Union Commission is an equal opportunities employer. Qualified women are encouraged to apply.

## 6. Remuneration

The salary attached to the position is an annual lump-sum of US\$ 110,951.49 (P4 step 5) inclusive of all allowances for internationally recruited staff and an annual lump sum of US\$ 92,867.97 (P4 step 5) for locally recruited staff.

### How to Apply

Applications must be made through the AUC E-recruitment Website <http://www.aucareers.org> not later than 24 March 2018.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

### ***Contract Type***

Fixed Term Contract

### ***Employment Fraction***

Full-time

### ***Branch***

Headquarters